

***MyTDEC Forms Application:  
Registering for an Account***

November 25<sup>th</sup>, 2020

Version 1.1

# How do I register an account?

## Overview

The following document will provide step-by-step guidance on how to register a new account on the MyTDEC platform. Following these guidelines will result in the creation of an account that will allow you to submit permits for approval with TDEC.

## Step-by-Step Guide

### Step 1- Select "Register" from the Tool Bar

Begin by navigating to <https://forms.tdec.tn.gov/> . Once you see the screen below, click on **"Register"** from the list of options at the top of the page.

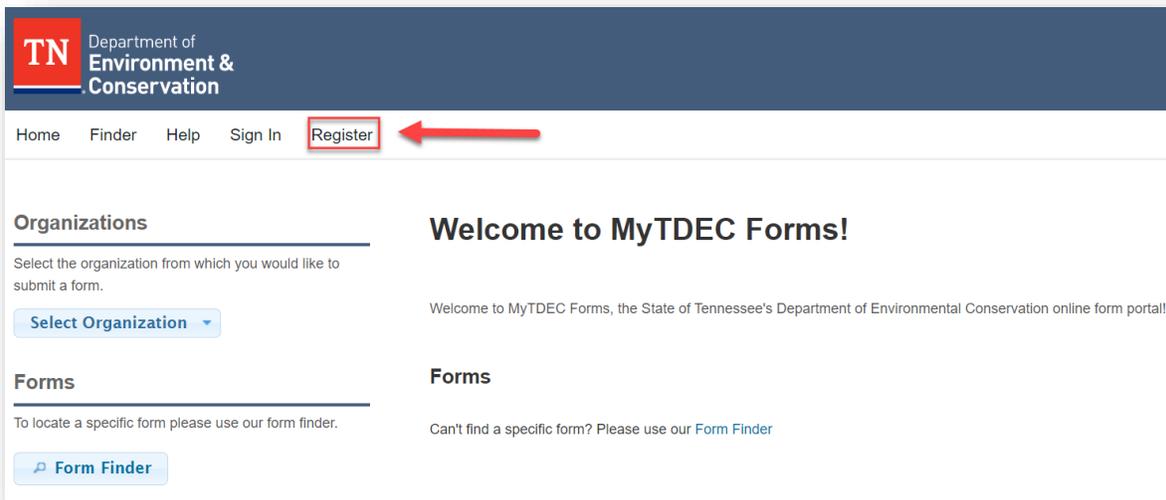


Figure 1 Login Page



## Step 2 – Create a User Profile

### 2.1 User Identification

Fill out the **User Identification** section, as shown below. The information you provide here will be the credentials you use to access the system. Keep in mind the email address you provide here will be used for email alerts from the system, such as to send you email confirmations when a form has been successfully submitted. As denoted in the figure, all fields marked with a red asterisk are **required** in order to submit your information. If you fail to fill out a field with a red asterisk, an **error message** will appear upon submission. Please see below in **step 2.4** for an example of the error message.

#### Create User Profile

This system requires that you register prior to submitting a form or receiving any roles in the system. To register, you must fill out the field marked with a red asterisk (\*), and provide a matching password. Passwords must be greater than 8 characters, with a minimum of 1 number, 1 uppercase letter, 1 lowercase letter and 1 special character.

**User Identification**

Prefix:

First Name: \*  Middle Name:  Last Name: \*

Phone: \*  Ext.:

Email Address: \*  Confirm Email Address: \*

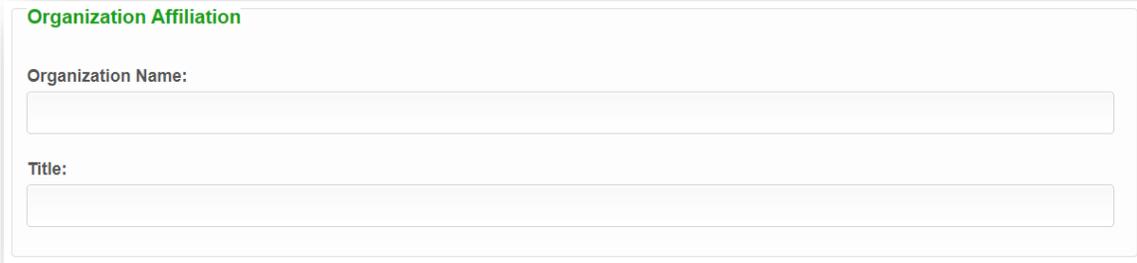
Password: \*  Confirm Password: \*

Figure 2 User Identification

## Step 2 – Create a User Profile

### 2.2 Organizational Affiliation

The next section of the User Profile is the **Organizational Affiliation** section. While these fields are not required, if you are affiliated with an organization, please provide the name of your organization in the fields you see below.

A screenshot of a web form titled 'Organization Affiliation'. It contains two input fields: 'Organization Name:' and 'Title:'. Both fields are currently empty.

**Organization Affiliation**

Organization Name:

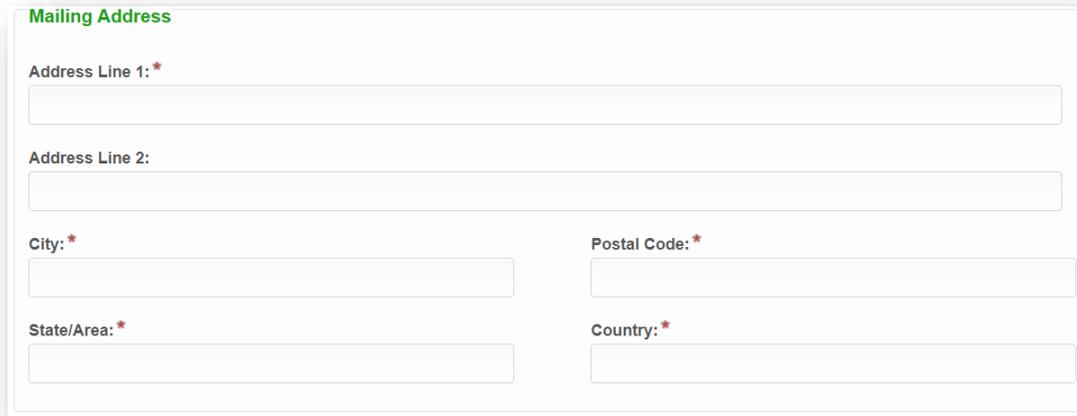
Title:

*Figure 3 Organizational Affiliation*

## Step 2 – Create a User Profile

### 2.3 Mailing Address

The third and final section of the User Profile is your mailing address. All fields marked with a red asterisk throughout the documentation are mandatory.



The screenshot shows a form titled "Mailing Address" with the following fields:

- Address Line 1: \* (Mandatory)
- Address Line 2:
- City: \* (Mandatory)
- Postal Code: \* (Mandatory)
- State/Area: \* (Mandatory)
- Country: \* (Mandatory)

Figure 4 Mailing Address

## Step 2 – User Profile

### 2.4 Submit Registration and Errors

After completing all of the above sections, you will find the **“Cancel”** and **“Register”** buttons at the end of the form. If you missed any required fields that were denoted with a red asterisk, a red banner will appear by the section that you missed. An example of an error message is shown below. Please select Register to continue with the account registration process.

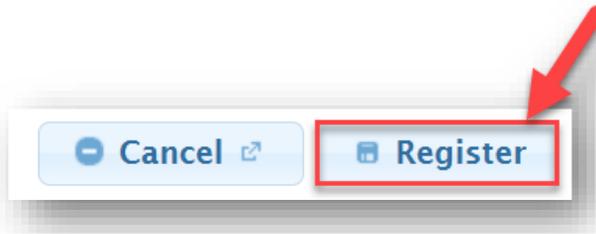


Figure 5 Cancel or Register Buttons

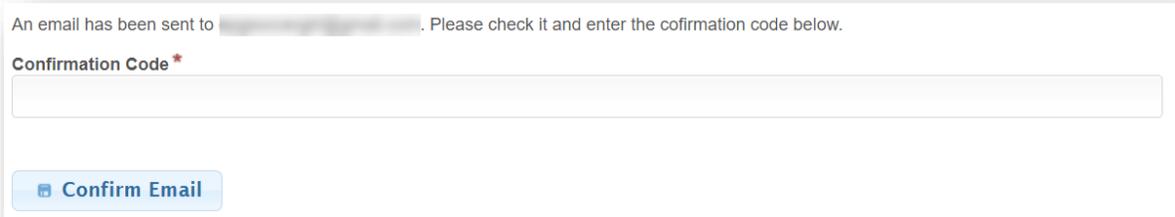


Figure 6 Error Message Notification

### Step 3 – Confirming Your Account

#### 3.1 Confirmation Code

Upon clicking **“Register”** as shown above, the platform will prompt you to enter a confirmation code. The notification will confirm that the code has been sent to the email that was listed in the **User Identification** section.

A screenshot of a web form for entering a confirmation code. At the top, it says "An email has been sent to [redacted]. Please check it and enter the cofirmation code below." Below this is a label "Confirmation Code" with a red asterisk. Underneath is a large, empty text input field. At the bottom left of the form is a blue button with a white envelope icon and the text "Confirm Email".

An email has been sent to [redacted]. Please check it and enter the cofirmation code below.

Confirmation Code \*

 Confirm Email

*Figure 7 Confirmation Code Entry*

### Step 3 – Confirming Your Account

#### 3.2 Accessing Confirmation Email

Access the email that was listed in the **User Identification** section. You will have received a confirmation email from the help desk, as shown in the image below. The confirmation code contained in the email is what you will use to verify your account. The email will also confirm your username, and with this information, you can proceed to **step 3.3**.

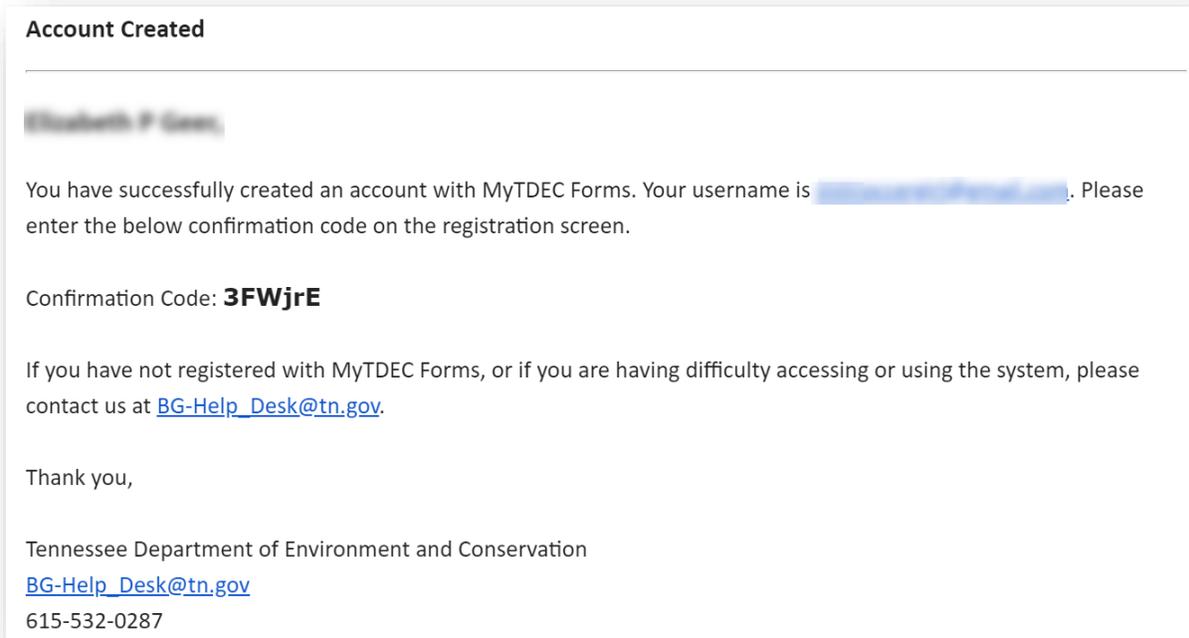
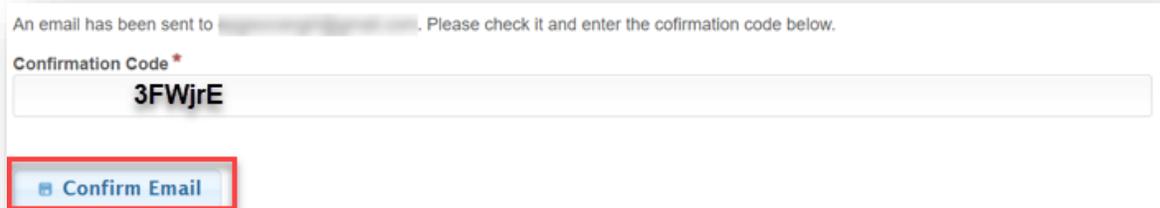


Figure 8 Confirmation Email Example

### Step 3 – Confirming Your Account

#### 3.3 Inserting Confirmation Code and Registering

Take the confirmation code from the confirmation email and return to MyTDEC Forms. Place the code exactly as it appeared in the email in the **Confirmation Code field**, as shown below. Finally, select **Confirm Email** to complete the registration process.



An email has been sent to [redacted]. Please check it and enter the confirmation code below.

Confirmation Code \*

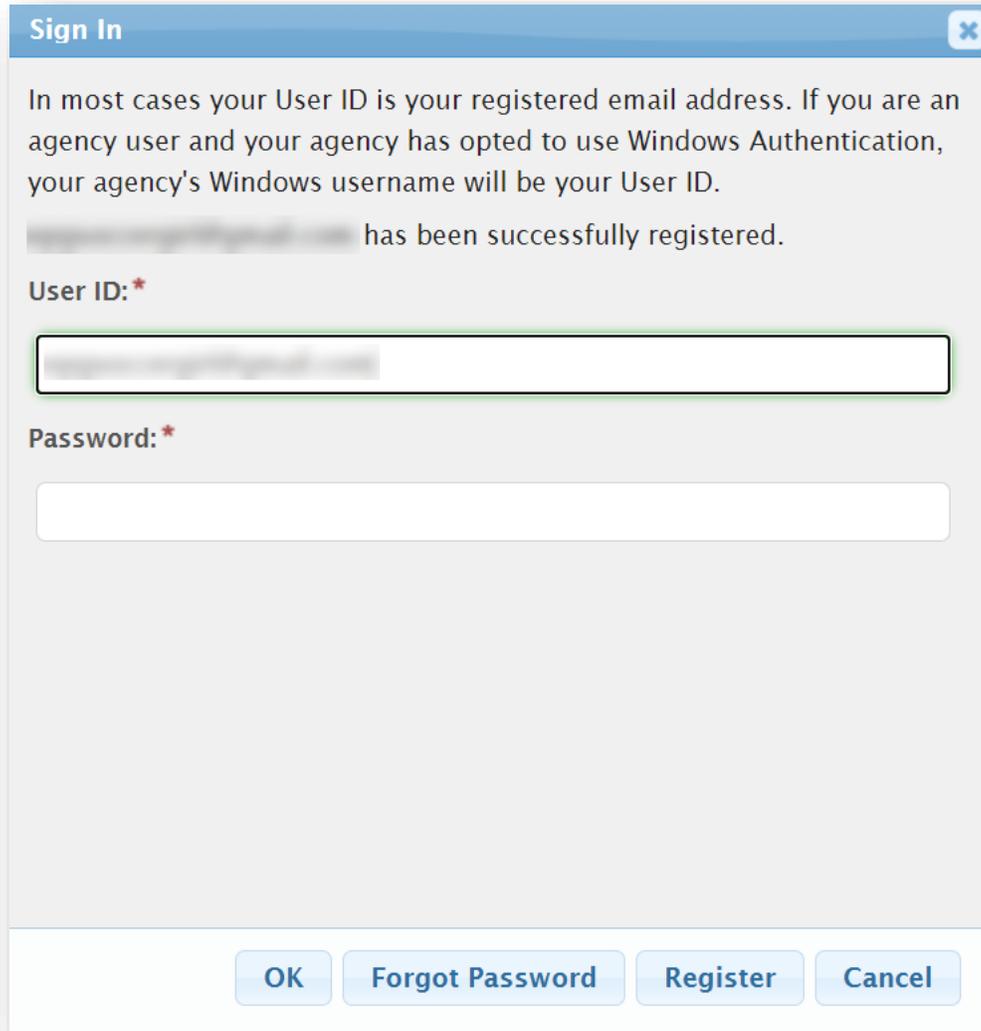
3FWjrE

Confirm Email

Figure 9 Inserting Code and Confirming Email

### Step 4 – Logging In

After submitting your correct confirmation code, you will be prompted to sign in with your account information. Please enter the **User ID** that was specified in your **confirmation email**, as well as the **Password** that you set up in your **User Profile**. You will now have access to the MyTDEC forms platform.



The screenshot shows a 'Sign In' dialog box with a blue header and a close button. The main text reads: 'In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID.' Below this, a message states: '\*\*\*\*\*@\*\*\*\*\*.com has been successfully registered.' There are two input fields: 'User ID: \*' and 'Password: \*'. At the bottom, there are four buttons: 'OK', 'Forgot Password', 'Register', and 'Cancel'.

Figure 10 Sign In